

## *Important Dates*

*November 7, 2017 Special Districts Election*

*Prepared by: Colleen Setzer, Siskiyou County Clerk*

*Note: "E-" refers to the number of days before the election.*

<i>Date</i>	<i>Activity</i>
2017	
July 5 E-125	Deadline for jurisdictions to submit to the Clerk's Office and Board of Supervisors, resolutions calling election and requesting consolidation. A template of the resolution is available from the County Clerk's Office.
Jul 17 – Aug 11 E-113 to E-88	Candidate filing period.
Jul 17 E-113	Final Date for jurisdictions to submit a resolution requesting a local measure to be placed on the November ballot. For further information, contact the County Clerk's Office.
Aug 17 E-82	Randomized alpha draw to determine the order in which candidate names for each office will be printed on the ballot.
Sep 11 – Oct 24 E-57 to E-14	Write-In Candidates filing period. This is the time frame for interested persons to complete and file with the County Clerk's Office, a Declaration of Write-In Candidacy. This is available only for the races/offices that are printed on the ballot.
Sep 28 – Oct 17 E-40 to E-21	Sample ballot/voter information pamphlets mailed.
Oct 9– Oct 31 E-29 to E-7	Vote-by-mail ballots can be requested and mailed during this time period.
Week Oct 9	Vote-by-mail ballots begin mailing.
Oct 23 E-15	Last day to register to vote for the election.
Nov 1– Nov 7 E-6 to E-0	Vote-by-Mail ballots available in the County Clerk's Office only.
Nov 7 E-0	Election Day. Polling hours are 7 a.m. - 8 p.m.
Nov 9 E+2	Official Election Canvass begins.
Dec 7 E+30	Last day to certify local election results.

Newly-elected office holders take office at noon on Friday, December 8, 2017.

## *Instructions for completing the Resolution calling Election*

If you need help completing this form, call Colleen Setzer at the County Clerk's Office, 842-8084.

1. Insert your district's resolution number on the line provided.
2. Insert your District's name on the line provided.

*(Please note that if you are submitting a resolution for a measure only, you will delete Sections 1 and 2 of the resolution and complete Section 3. See below for instructions on how to complete Section 3.)*

3. Section 1 of the resolution is for the purpose of listing all district elected board members/officers and the dates that their terms expire. Insert the names of your current board members, along with the expiration date of their terms.

4. Section 2:

a. Insert the date of the election in the space provided.

b. Section A - List the incumbents' names whose positions will go to election. Additionally, the Clerk's Office needs to know if the office holder is elected for a specific division/area and if it is for a long term (four-year) and short term (two-year). To complete section A, insert the incumbent's name, division/area number (if applicable; if not applicable, type N/A), and indicate if it is for a Regular-Term or Short-term.

c. Section B – indicate how the district board is elected.

d. Section C – This part of the resolution provides election-specific information. The district must indicate the length of the candidate's statement (200 or 400 words); who shall pay the cost of the candidate's statement (candidate or district); how to break a tie vote (lot or run-off election); designate that the County Clerk is to provide election services; and certifying if there have been any changes to the district boundaries.

5. Section 3: This area of the resolution is to be included **ONLY IF** your district is placing a measure (proposition) on the ballot. If not, please delete this section.

Section 3 (continued): If placing a measure on the ballot, submit a copy of your board's resolution approving the measure (if your board has adopted a separate resolution), marked as "Exhibit A". If your board has not adopted a separate resolution, your district will need to provide the EXACT wording to be used on the ballot for your measure, marked "Exhibit A" (Contact your district's legal counsel for assistance with the wording of your ballot measure.)

6. Section 4: Insert the date that the district board passes the resolution, and record the vote on the document.

7. Submit a certified copy of your resolution to the County Clerk's Office, 510 N. Main Street, Yreka, CA 96097; Attn: Colleen



Section 2:

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on

(insert Election Date); at which election the issue(s) to be presented to the voters shall be:

**NOMINATION OF CANDIDATES FOR THE GOVERNING BODY**

A.. Said election shall be to fill a vacancy for the following Board Members who resigned and/or whose term is expiring this year:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
<i>Insert incumbent's name</i>	<i>Insert Division No.</i>	<i>Insert Regular/Short-Term</i>

B. Said Directors for this District are elected in the following manner: (check the appropriate choice for your district)

     At Large.

There are no divisions in the District; all voters within the District vote for all candidates.

     By Division.

Districts are split into divisions (areas); only those voters residing in the division (area) may vote for candidates who run in the area.

     Qualified by Division-Elected at Large.

Directors must qualify to run by living in a specific division (area), but all voters within the District may vote on all candidates.

C. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed (insert either 200 or 400) words.
- The cost of the Candidate Statement shall be paid by the (insert either Candidate or District).

Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by (*insert lot or runoff election*).
- The County Clerk is (*insert requested OR not requested*) to provide election services. If the District requests the Siskiyou County Clerk's Office to provide election services, all applicable costs will be paid for by the District.

E. The District hereby certifies that (*please check one*):

\_\_\_\_\_ There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

\_\_\_\_\_ There have been no District boundary changes since our last election.

Section 3:

**SECTION 3 OF THE RESOLUTION IS ONLY TO BE INCLUDED IF YOUR DISTRICT IS PLACING A LOCAL MEASURE ON THE BALLOT. YOU CAN DELETE SECTION 3 OF THIS DOCUMENT IF YOUR DISTRICT DOES NOT HAVE A LOCAL MEASURE TO SUBMIT TO THE VOTERS**

### **MEASURE(S) TO BE SUBMITTED TO THE VOTERS**

(If this election is strictly for deciding one or more measures and no candidates are to be elected, please complete #4 through #6 below).

Said District does request that the following measure(s) be decided at this election.

- Said Governing Board orders the following measure(s) to be put to a vote of the residents of the District:

(See attached wording marked Exhibit(s) \_\_\_\_\_)

Section 4:

**BE IT RESOLVED** that the Board of Supervisors of the County of Siskiyou is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day; and/or conduct the election by mail ballot only if allowable under state law.
2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED by the Governing Body on \_\_\_\_\_,  
20\_\_\_\_\_.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
CHAIR OF THE BOARD

ATTEST: \_\_\_\_\_  
SECRETARY OF THE BOARD

(Seal)

**FOR CLERK'S OFFICE USE  
ONLY**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_